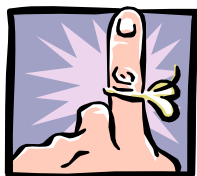


BRIEFLY

TFFR News Briefs for Employers from the ND Retirement and Investment Office
1930 Burnt Boat Drive, P.O. Box 7100, Bismarck, ND 58507-7100
Phone: 701-328-9885 or 1-800-952-2970 www.discovernd.com/rio

June 2002



REMINDERS...

- Payments for unused vacation and sick leave are not subject to retirement contributions and should not be reported to TFFR.
- Notification of School District Change form must be filed with TFFR when a district has a change in school name, mailing address, telephone number, fax number, business manager, superintendent/administrator, email address, or if the TFFR report is prepared by an individual other than the business manager.
- Employer Payment Plan form must be filed with TFFR if a district is changing models. The plan must be implemented at the beginning of a school year (July 1). The form should be mailed to the Fund's administrative office with the first monthly report or as soon as the district knows of the change.
- School district diskettes must include the employer's reporting name, 5-digit employer number (county-district), type of computer system being used (IBM, Mac, etc), and the month being reported. If you are also an internet reporter in the testing phase, please note that on the diskette. Do not use slightly damaged diskettes and always make a backup.

REPORTING SUMMER SCHOOL???

When do I report summer school? This is a common question. Summer school programs are reportable in the fiscal year in which the pay is earned. Salary for most summer school programs, including driver's education, will be reported in two fiscal years.

Example: A licensed member is contracted to teach a summer school program from June 1 through July 15. The employer needs to report the salaries and hours for the work performed (earned) from June 1 to June 30 on the June report and the salaries and hours for the work performed (earned) from July 1 to July 15 on the July report, regardless of when the salaries are paid.



WHAT'S NEW AT

www.discovernd.com/rio

For ONE, the new look! The Retirement and Investment Office website is sporting a new look that captures the dual roles that TFFR and the State Investment Board play in the makeup of RIO. Don't miss the opportunity to check out the wealth of information and forms available to employers. Visit us soon.



Thank you for inviting TFFR to present at the 2002 North Dakota Association of School Business Managers Spring Workshop. We enjoyed seeing you again and discussing the issues that are important to business managers. Please share your ideas for future workshops. This is your workshop; we want the information to be valuable to you as business managers. Thanks again.

YEAR-END CLEAN UP



In the coming months, RIO staff will be running several year-end balance reports to determine if the member information submitted to TFFR is reasonable. We may be calling you to verify some information. Thank you for your help and patience.

EMPLOYING RETIREES IN CRITICAL SHORTAGE AREAS

Retired teachers may return to TFFR covered employment in an approved critical shortage area (CSA) and exceed the 700 hour limit without losing retirement benefits. If retired prior to January 1, 2001, no waiting period is required. However, if the retirement date is after January 1, 2001, a one-year waiting period is required. Only non-contracted substitute teaching may be performed during the waiting period.

The critical shortage areas are determined each year by the Education Standards and Practices Board (ESPB). For the 2002-03 school year, all subject areas are deemed critical except elementary education, physical education, social studies, and administration. A critical shortage exception may also be requested based on geographical area. Each year a retiree must re-apply for the CSA exception and complete a TFFR Retired Member Employment Notification form.

Have A Great Summer!
